

## Policy on Retention of Medical Records

### STUDENT EXPERIENCE/EMSA

Effective Date: January 1, 2005

Date Revised: December 19, 2013

Supersedes: N/A

Related Policies: N/A

Responsible Office/Department: University Health and Counseling Services (UHCS)

Keywords: Medical Records; Student Health Records; Retention and Destruction; Health Services; Privacy; Security; Health Information

### I. Purpose and Scope

The purpose of this Policy is to ensure that necessary medical records and documents of University Health and Counseling Services (UHCS) are adequately protected and maintained and to ensure that records that are no longer needed by UHCS or are of no value are discarded at the proper time.

This policy applies to all UHCS staff with responsibilities for the creation, use, maintenance, retention, preservation and disposal of UHCS records.

### II. Definitions

N/A

### III. Policy

UHCS will ensure the privacy and security of protected health information in the maintenance, retention and eventual destruction and disposal of student health records regardless of the media. UHCS will maintain student health records for seven (7) years from the date of the student's separation from the University. Destruction and disposal of student health records will be carried out in accordance with federal and state law.

All records generated and received by UHCS are the property of Northeastern University. No UHCS staff member, by virtue of his or her position, has any personal or property right to such records even though he or she may have developed or compiled them, including but not limited to UHCS records created on home or non-Northeastern University computer equipment used by UHCS staff members for work-related purposes.

The unauthorized copying, transfer, dissemination, destruction, removal or use of UHCS records is prohibited.

#### **IV. Additional Information**

The schedule for destruction and disposal of student health records shall be suspended for student health records involved in any open investigation, audit or litigation.

#### **V. Contact Information**

University Health and Counseling Services (UHCS) at:

135 Forsyth Building (70 Forsyth Street)

(617) 373-2772

<http://www.northeastern.edu/uhrs/>